

Key Dates

FY2007 Closing & FY2008 Opening

April/May 2007

Date 2007	Appropriation/ Account Management	Encumbrance Management	Disbursement Management	Payroll Management	Revenue Management and Cash Receipts	Other
April 27	COA Changes including Department Structure					
May 3 Thursday	Close/Open Meeting Federal Reserve Bank, Boston	Close/Open Meeting Federal Reserve Bank, Boston	Close/Open Meeting Federal Reserve Bank, Boston	Close/Open Meeting Federal Reserve Bank, Boston	Close/Open Meeting Federal Reserve Bank, Boston	Close/Open Meeting Federal Reserve Bank, Boston
May 4 Friday	Last day for new 2007 Chart of Account submissions to CTR. Tables roll from 2007 to 2008.					
May 7 Monday	Evaluate COA for FY2008 entry					
May 10 Thursday	Roll Budget Structure 82 (Central Rev) Close/Open Meeting Hoagland-Pincus Conference Center, Shrewsbury	Close/Open Meeting Hoagland-Pincus Conference Center, Shrewsbury	Close/Open Meeting Hoagland-Pincus Conference Center, Shrewsbury	Close/Open Meeting Hoagland-Pincus Conference Center, Shrewsbury	Close/Open Meeting Hoagland-Pincus Conference Center, Shrewsbury	Close/Open Meeting Hoagland-Pincus Conference Center, Shrewsbury
May 14 Monday	Roll Budget Structure 81 (Central Expense/Sub)	Note that FY2007 multi-year encumbrances must be entered /modified in MMARS by 5/24 to be included in the roll.				
May 16 Wednesday	Roll Budget Structure 89 (Central Expense)					
May 17 Thursday	Roll Budget Structure 85 (Dept Rev)					

Date 2007	Appropriation/ Account Management	Encumbrance Management	Disbursement Management	Payroll Management	Revenue Management and Cash Receipts	Other
May 19 Saturday	Roll Budget Structure 83 & 84 Dept Expense & Dept Expense/ Sub)					
May 25 Friday	House 1 Load for 2008					
May 27 Sunday				LCM Predictive		
May 28 Monday				LCM Predictive		
May 29 Tuesday				Payroll runs		
May 30 Wednesday	MMARS is available for FY2008 Chart of Accounts validation, Budget Roll validation, and Department Budget Setup.	Per ANF's memo, final day for encumbering FY2007 budgeted funds = to or >\$25,000 without prior approval.		Per ANF's memo, final day for entering payroll holds for FY2007 budgeted funds >\$25,000 without prior approval	Departments should reconcile accounts, all PRRV, ER, CR through April are done	
May 31 Thursday	Departments should complete any 2008 Departmental/Cost Accounting budget setup and entry.	Contract Roll Preparation Suspension of department ability to enter, edit, validate or submit RQS, RPO, PC, and CT documents.				

June 2007

Date 2007	Appropriation/ Account Management	Encumbrance Management	Disbursement Management	Payroll Management	Cash And Revenue Management	Other
June 1 Friday		<p>Submit ISAs (new or renewal) to CTR Contracts Unit</p> <p>Contract Roll Preparation Suspension of department ability to enter, edit, validate or submit RQS, RPO, PC, and CT documents.</p>	All FY2007 payments must reference encumbrances.	<p>All current position assigned rules are given end date of 6/30/2007.</p> <p>LCM Rules Roll.</p> <p>Departments begin to request new FY2008 account specific rules and alternate accounts.</p> <p>Departments begin to validate and submit position assigned rules and labor distribution profiles.</p>	Reconcile Revenue through April using the NGA208W	
June 2 & 3 Saturday & Sunday		Contract Roll				
June 4 Monday		FY 2008 MMARS Opens for Pre- Encumbering and Encumbering				
June 8 Friday				FY2007 Payroll Refund Receipt Vouchers (PRRV) paperwork due to Retirement Board for any Payroll Period Ending May 26th.	Last day to submit FY2007 Write Off Requests to CTR	

June 2007

Date 2007	Appropriation/ Account Management	Encumbrance Management	Disbursement Management	Payroll Management	Cash And Revenue Management	Other
June 14 Thursday	All BGCN/BGCS for transfers must be submitted to General Accounting Bureau	Target date for finalizing routine FY2007 encumbrances for all appropriation types (5:00 P.M.). Target date for Ready Payments Contracts w/start dates of July 1 st due at CTR.			Target date for cleaning up any REs and CRs remaining that are not in final status and for processing all customer overpayment returns.	Target date for finalizing FY2008 ISAs w/start dates of July 1 st
June 15 Friday	Deadline for approval of FY2007 BGTS by ANF			Target Date PRRV entered (by Departments) into MMARS		
June 22 Friday				Last day to submit garnishment orders (HR/CMS) to CTR Payroll staff for pay period ending June 23rd.		
June 25 Monday				Last day for posting payroll exceptions for pay period ending June 23rd	Reconcile revenue through May using NGA208W	
June 29 Friday		Last day to Process all FY2007 Transactions Requiring CTR/ANF Approval Last business day to fully execute renewal amendments with a July 1 start date. If a contract extension is necessary, last business day for vendor to confirm receipt.		Last day to enter FY07 Payroll Holds in MMARS.	Enter all PRRV, ER as required.	Last day to Process all FY2007 Transactions Requiring CTR/ANF Approval Last business day to fully execute renewal amendments with a July 1 start date. If a contract extension is necessary, last business day for vendor to confirm receipt.

June 2007

June 30 Saturday	Irregular Balances must be resolved in appropriation types 1CN, 1CS, 1RN, 1RS, 1IN, 1IS, 2CN, 3TN		Last day to receive goods, services and other performances for FY2007	Enter 2007 – AR, CEC, GAEC – for cash received by 6/30	Last day to receive cash for FY2007	MMARS available 9:00 A.M. – 4:00 P.M
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July 2007

Date 2007	Appropriation/ Account Management	Encumbrance Management	Disbursement management	Payroll Management	Cash And Revenue Management	Other
July 1 Sunday			FY2007 Accounts Payable Payments begin.	LCM EMPL and position data in CIW.		
July 2 Monday		Final day to submit CEC and GAEC documents that reference an ER			Cash Cut Off - 2007 Revenue Must be Deposited by Noon Enter final FY2007 PRRV,AR, ER, CR	
July 2,3&6				LCM predictive cycle		
July 5 Thursday			.		Final day to enter FY2007 REs Verify all 2007 CRs are in a Final Status	Final day to enter FY2007 fixed asset additions, disposals, changes, and transfers. All other fixed asset entries, MMARS only.
July 7 & 8 Saturday & Sunday					RE Rolls	
July 9 Monday			Notify CTR APB of need for FY2007 Advance exceptions	Last day to enter Split Year Payroll for PPE 7/7. All FY2007 payroll reject transactions and payroll accounts with negative uncommitted and unexpended balances must be corrected.	Verify all ER/AR documents have been approved for docs entered by 7/2	GAAP Distribution #2 Last Day for Fixed Asset Transactions
July 10 Tuesday				Split year payroll process.		

July 2007

Date 2007	Appropriation/ Account Management	Encumbrance Management	Disbursement management	Payroll Management	Cash And Revenue Management	Other
July 11 Wednesday	MMARS unavailable	MMARS unavailable	MMARS unavailable	MMARS unavailable	MMARS unavailable	MMARS unavailable
July 13 Friday			Target date for accounting FY2007 advances (EAs)	FY2007 PRLIF/LDE/PRADJ Transactions with negative uncommitted and unexpended balances must be corrected in MMARS.	Verify all PRRV have been approved.	
July 15 Sunday	Period 12 Fringe and Indirect Costs posted					
July 17th Tuesday	Close Period 12					Period 12 Reports
July 20 Friday	Roll uncommitted balance for appropriation types 2CN, 3TN, 3TX, 4FN BF to begin					Final HMBEN008 Compensated Absences balance report as of 6-30- 2007 (available on view direct and /or document direct) for audit.
July 23 Monday				Last day to enter AP payroll for Pay Period Ending 7/21/2007.		
July 28 Saturday			All FY2007 PRNs and CECs event type 22) must be offset			

August 2007

Date 2007	Appropriation/ Account Management	Encumbrance Management	Disbursement Management	Payroll Management	Cash And Revenue Management	Other
August 6 Monday				Last day to enter AP payroll for Pay Period Ending 8/04/2007.		Basic FY2007 dept GAAP packages due Higher Education Statutory Accounts Payable Information Fund 0901 Higher education federal financial assistance schedules distributed.
August 14						All EX documents for Federal Grants due
August 20 Monday		Final A/P extension requests due to ANF		Last day to enter AP payroll for Pay Period Ending 8/18/2007		
August 31 Friday		Final date for processing non (non credit) ER related CEC and GAEC documents.	Final date for FY2007 EXs (non Fed Grants) All FY2007 (non-extended) payments to FINAL status. All FY2007 advances must be accounted for. Final Date for FY 2007 GXR's All FY2007 Payments on hold must be released or cancelled	Final date for FY2007 LARQ (PRADJ)		All FY07 rejected grant draws (ACD or NCD) must be cleared. Higher Education completion of FY2007 activity through June 30 th All FY2007 Federal Grants Payments to FINAL status

September 2007

Date 2007	Appropriation/ Account Management	Encumbrance Management	Disbursement Management	Payroll Management	Cash And Revenue Management	Other
September 1,2		Lapse FY2007 encumbrances (Not extended by ANF)		Last day to enter AP payroll for Pay Period Ending 9/1/2007.		
September 1,2		Encumbrance Open Activity Roll (Roll of unspent balance of 2007 lines for capital [2CN], trust [3TN], and Federal funds [4FN]).				
Sept 2 Sunday				PH Lapse (except for approved extensions)		
Sept 4 Tuesday				Payroll runs		
Sept 7 Friday						Higher Ed review preliminary Revenue and Expenditure Tables
Sept 8 Saturday				Final PH Lapse		
Sept 10 Monday					Reconcile reports, NGA208W for June/Accounting Period 12 2007.	Higher Ed Fixed Assets And Lease Information To CTR Higher Ed Student Loan Supplemental Reporting Higher Ed Federal Financial Assistance due
Sept 14 Friday			Final FY2007 (extended) payments to FINAL status			
Sept 15 Saturday		Final lapse FY2007 encumbrances				

September 2007

Sept 19 Wednesday						Higher Ed Review final Revenue and Expenditure Tables
Sept. 29 Saturday						All Federal Grant Unexpended Balances for ACD and NCD appropriations must be resolved by September 30, 2007.
Sept. 30 Sunday	FY2007 irregular balances must be resolved for Federal Grants					

October 2007

Date 2007	Appropriation/ Account Management	Encumbrance Management	Disbursement Management	Payroll Management	Cash And Revenue Management	Other
October 6 Saturday						Submit info on Federal Grant sub-recipients to General Accounting Bureau
October 15 Monday						Higher Ed audited financial statements due in final form . Component Unit Financial Statements due.
October 31 Wednesday						Statutory Basis Financial Report Issuance date

December 2007

December 28 Friday						Comprehensive Annual Financial Report issuance date Reports on Compliance and Internal Control Issuance date
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